SOP

[REPLACE WITH YOUR AGENCYGO AND RESIZE]

Instructions for Use

Your agency name

Standard Operating Procedure for

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**ADOPTION AND NIMS COMPLIANCE REVIEW**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature |  | Printed Name |  | Title |  | Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature |  | Printed Name |  | Title |  | Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature |  | Printed Name |  | Title |  | Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature |  | Printed Name |  | Title |  | Date |

**Record of Change**

| **Change No.** | **Description** | **Change Date** | **Approved By** |
| --- | --- | --- | --- |
| 001 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Purpose

# INTEROPERABLE COMMUNICATION RESOURCE DESCRIPTION

## Overview

## 

## Functions and roles

## General responsibilities

# Rules of Use

## Eligibility

## *EXCEPTION:*

## Authorization

# General communications Assets Rules of Use

## General Rules of Use of Communications Equipment

# GLOSSARY AND TERMS

| **Item/Acronym** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. AGENCY POINTS OF CONTACT

Table 1 - Points of Contact

| POC Type | Name | Agency or  Organization | Email | Phone  24 Hr Phone |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| Inventory | | | | |
| --- | --- | --- | --- | --- |
| **Radio** | Location | Type | Model Number | Serial Number | |
| **1** |  |  |  |  | |
| **2** |  |  |  |  | |
| **3** |  |  |  |  | |
| **4** |  |  |  |  | |
| **5** |  |  |  |  | |
| **6** |  |  |  |  | |
| **7** |  |  |  |  | |
| **8** |  |  |  |  | |
| **9** |  |  |  |  | |
|  |  |  |  |  | |

1. INVENTORY DATA
2. QUICK START GUIDES

1. TEMPLATES AND MAPS
2. Manuals